

A stone bridge spans a stream, with a path leading through a forest. The path is flanked by stone walls and leads to a stone archway. The trees are bare, suggesting winter. The path is covered in a layer of snow, and the stream is partially frozen.

CHESTERFIELD COUNTY

# WINTER/SPRING

PROGRAM GUIDE

Adult Continuing Education  
10101 Courthouse Road  
Chesterfield, VA 23832  
(804) 768-6140  
[chesterfield.k12.va.us](http://chesterfield.k12.va.us)

Chesterfield County Parks and Recreation  
P.O. Box 40  
Chesterfield, VA 23832  
(804) 748-1623  
[chesterfield.gov/parks](http://chesterfield.gov/parks)

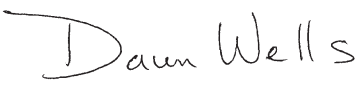
# CHESTERFIELD COUNTY WINTER/SPRING PROGRAM GUIDE

Dear neighbor,

Are you interested in learning new workforce skills or a new language? Are you seeking outdoor adventure, fitness classes or interested in exploring your local park? Then this program guide is your passport to learning, living and having fun in Chesterfield County.

Welcome to the joint catalog published cooperatively by Chesterfield County Public Schools' Office of Adult Continuing Education and Chesterfield County's Parks and Recreation Department. We encourage you to browse the catalog and take advantage of the many opportunities Chesterfield County offers.

Sincerely,



Dawn Wells  
Administrator  
Adult Continuing Education



Mike Golden  
Director  
Parks and Recreation Department

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**Adult Continuing Education registration  
will begin Monday, Jan. 9**

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**Parks and Recreation registration  
will begin Tuesday, January 3.**

# ABOUT ADULT CONTINUING EDUCATION

**Locations** Please use front entrance by the flagpole of school buildings unless otherwise noted.

Bensley Community Center (GED®)  
2900 Drewry's Bluff Road, Richmond, VA 23237

Beulah United Methodist Church (ESOL)  
6930 Hopkins Road, Richmond, VA 23234

Bird High School (Enrichment/GED®)  
Door No. 3  
10301 Courthouse Road, Chesterfield, VA 23832

Capital Area Workforce Center (GED®)  
7333 Whitepine Road, Chesterfield, VA 23832

Chesterfield Technical Center (Workforce/Enrichment/GED®)  
10101 Courthouse Road, Chesterfield, VA 23832

Etrick Elementary School (GED®)  
20910 Chesterfield Ave., Etrick, VA 23803

Harrowgate Elementary School (GED®)  
Parent/Community Center Trailer  
15501 Harrowgate Road, Chester, VA 23831

Manchester High School (Enrichment)  
Door No. 9 (park in rear of school)  
12601 Bailey Bridge Road, Midlothian, VA 23112

Manchester Middle School (GED®/Workforce)  
7401 Hull Street Road, Richmond, VA 23235

Meadowbrook High School (ESOL)  
Door No. 1  
4901 Cogbill Road, Richmond, VA 23234

Midlothian High School (Enrichment)  
401 Charter Colony Parkway, Midlothian, VA 23114

Monacan High School (Enrichment)  
11501 Smoketree Drive, Richmond, VA 23236

Wesley Chapel United Methodist Church (GED®)  
9227 River Road, South Chesterfield, VA 23803

## Vision

Chesterfield County Public Schools will provide an engaging and relevant education that prepares every student to adapt and thrive in a rapidly changing world.

## Mission

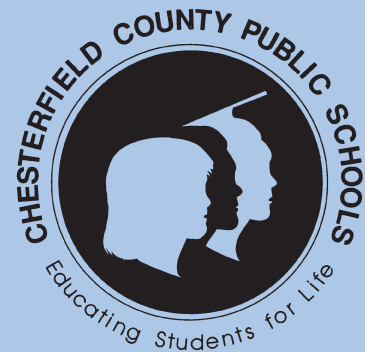
Chesterfield County Public Schools, in partnership with students, families and communities, emphasizes and supports high levels of achievement through a global education for all, with options and opportunities to meet the diverse needs and interests of individual students.

## Core Values

The core values of Chesterfield County Public Schools are respect, responsibility, honesty and accountability.

## Nondiscrimination

Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, age, religion, disability or national origin in employment or in its educational programs and activities. For more information, go to [mychesterfieldschools.com](http://mychesterfieldschools.com).



# REGISTRATION

## Registration will begin Monday, Jan. 9.

Courses are open to adults 18 and older (out of high school). An individual is enrolled when the registration form and tuition are received. Room assignments will be posted at the school entrance on the first night of class.



### How To Register

**Mail in** — Complete the form on this page, attach payment and mail to the school system's Office of Adult Continuing Education, 10101 Courthouse Road, Chesterfield, VA 23832. No cash, please.



**Walk in** — The Adult Continuing Education Office is open for registration 8:30 a.m.-4 p.m. Monday through Thursday and is located at 10101 Courthouse Road. Please use the entrance near Bird High School door number 3.

### Tuition

Tuition for each class includes the cost of any textbook and materials required for the class unless otherwise specified in the course description. Advanced classes require a textbook purchase when applicable.

### Payment

Regular tuition or the Senior Passport fee will be due at registration. No money is collected at night. **Please make check or money order payable to CCPS.** Change or cash may not be available in the Adult Continuing Education Office at registration.

**Credit cards are not accepted.**

### Class Confirmation

Each person registering will receive a confirmation that is sent to the address provided on the registration form. Please check confirmation for special instructions. Please call if you do not receive one.

### Register Early

Many classes fill up quickly. Register early to secure your preferred course and to avoid classes being canceled because of low enrollment. Enrollment is accepted on a first-come, first-served basis until the maximum number is accommodated. A minimum number of students is required before a course will be offered. Chesterfield County Public Schools reserves the right to cancel classes that do not meet this requirement. Registration ends one week before the starting date of the class.

### School Closings

Adult Continuing Education classes follow the schedule of Chesterfield County Public Schools. Classes will not meet when schools are scheduled to close or during severe weather. Students should listen to the local news or go online to [mychesterfieldschools.com](http://mychesterfieldschools.com) for unscheduled closings. Please do not call the school where the classes are held. Every effort will be made to make up missed classes, but this cannot be guaranteed. **Classes will not be held Jan. 16, Feb. 20 or April 9-13. Also, classes at the Chesterfield Technical Center will not be held Feb. 23.**

### Questions

If you have questions, call Adult Continuing Education at 768-6140. Refunds are automatic only when a course is filled or canceled. Otherwise, no refunds will be issued.

MAIL REGISTRATION TO  
ADULT CONTINUING EDUCATION  
10101 COURTHOUSE ROAD  
CHESTERFIELD, VA 23832

## REGISTRATION FORM

PLEASE ENROLL ME IN THESE COURSES.

(X) MARK APPROPRIATE BOX

**CREDIT CARDS ARE NOT ACCEPTED**

**NOT TO BE USED FOR ESOL REGISTRATION**

SENIOR PASSPORT HOLDER  
MUST PRESENT PASSPORT OR  
MAIL A COPY OF CARD.

**REGULAR REGISTRATION — 18 AND OVER** (*Enclose check or money order payable to CCPS for tuition.*)

**SENIOR PASSPORT REGISTRATION** (Must be 60 or older and a Chesterfield County resident. *Call 748-1405.*)

Registering for a class offered in the Senior Passport program on Page 16.

Registering for a regular class on a space-available basis. Check or money order is enclosed for Senior Passport fee where applicable. Fees will be refunded if space is not available. Seniors will be notified of space availability 48 hours before the first night of the class or a confirmation will be sent.

**PRINT CLEARLY**

MR. \_\_\_\_\_ MRS. \_\_\_\_\_ MS. \_\_\_\_\_ NAME \_\_\_\_\_

SPOUSE'S NAME (ONLY IF ATTENDING) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ OTHER \_\_\_\_\_

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

COURSE TITLE	SECTION (A, B, C)	SCHOOL	TUITION/FEES
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
5. _____	_____	_____	\$ _____
6. _____	_____	_____	\$ _____
PLEASE DO NOT SEND CASH IN THE MAIL.			TOTAL \$ _____

# WORKFORCE CERTIFICATION

*Mail-in registrations will not be accepted for workforce classes.  
Proof of high school diploma or equivalency required on the first night of class.  
All classes are approved for veterans benefits.*

## Pharmacy Technician Certification Preparation

This comprehensive, 50-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health-care settings — working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

Manchester Middle School, 7401 Hull Street Road  
Jan. 23-April 2 Mondays and Wednesdays 6:30-9 p.m.  
**Total Hours: 50 Tuition: \$525 Limit: 25**

## Nurse Assistant

Designed for anyone seeking employment as a nurse assistant in a hospital or nursing home, this course provides instruction in the classroom, lab and nursing home. Students will complete a minimum of 120 hours in class and in clinical setting. Upon successful completion, the student is eligible to take the Virginia Board of Nursing examination for certification as a nurse's aide. This course requires participation 7 a.m.-3:30 p.m. on five Saturdays in addition to the regular class nights. A TB test and a criminal background check will be done before attending clinical (fees included). This class requires students to be able to bend, pull, stoop and walk without problems. Students may also have to handle bodily fluids and substances. Uniform and supplies are required for this class. A blood pressure and stethoscope kit is included. **Please note:** You may be accepted into the class before completion of your background check. If the completed inquiry establishes information that in the opinion of Chesterfield County Public Schools, Virginia State Board of Nursing or the clinical setting makes you unqualified to attend clinical instruction, you may be dismissed from class.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 23-May 23 Mondays and Wednesdays 6-9 p.m.  
**Total Hours: 142 Tuition: \$698 Limit: 20**

## Medical Assistant I

This is the first part of a two-semester class. Medical assistants are multiskilled health professionals who perform a wide range of roles in physicians' offices, clinics and other health-care settings. They are proficient in a multitude of administrative and clinical tasks. This class includes anatomy and physiology, medical terminology, medical law and ethics, medical insurance and coding, pharmacology and medical office procedures. Medical assistants are widely employed by doctors as vital members of the health-care delivery team. Please note: A TB test and a criminal background check will be done before attending clinical (fees included). You may be accepted into the class before completion of your background check. If the completed inquiry finds that you are unqualified to attend clinical instruction, you may be dismissed from class.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 24-May 3 Tuesdays and Thursdays 6-9 p.m.  
**Total Hours: 81 Tuition: \$610 Limit: 15**

## Medical Assistant II

**Prerequisite:** successful completion of Medical Assistant I with CCPS Adult Continuing Education

This is the second part of a two-semester class. Medical assistants are multiskilled health professionals who perform a wide range of roles in physicians' offices, clinics and other health-care settings. They are proficient in a multitude of administrative and clinical tasks. This class includes anatomy and physiology, medical terminology, medical law and ethics, medical insurance and coding, pharmacology and medical office procedures. Medical assistants are widely employed by doctors as vital members of the health-care delivery team. There is a 160-hour externship requirement. A TB test and a criminal background check will be done before attending clinical (fees included).

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 23-May 2 Mondays and Wednesdays 6-9 p.m.  
**Total Hours: 81 Tuition: \$520 Limit: 25**

## EKG/ECG Technician Certification Preparation

This course offers classroom and practical instruction on obtaining electrocardiograms in health-care settings. Instruction includes patient preparation, use and maintenance of the electrocardiograph and methods for obtaining an electrocardiogram. Students will also learn how to recognize abnormalities on the electrocardiogram. This course is perfect for the student looking to enter the health-care field as well as the health-care professional looking to acquire additional skills. Upon successful completion of the course, the student will qualify to take the National Association of Health Professionals certifying exam. Program also includes CPR, HIPAA, infection control, blood-borne pathogens, personal protective equipment and hand-washing review. Some in-hospital shadowing will be included. Please note: A TB test and a criminal background check will be done before attending clinical (fees included). If the completed inquiry finds that you are unqualified to attend clinical instruction, you may be dismissed from class.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 17-May 8 Tuesdays and Thursdays 6:30-8:30 p.m.  
**Total Hours: 60 Tuition: \$340 Limit: 20**

## Medical Billing and Coding Professional II

**Prerequisite:** successful completion of Medical Billing and Coding Professional I with CCPS Adult Continuing Education

In the second part of this two-semester course, students will receive comprehensive training in medical coding. Topics include medical terminology, CPT coding, ICD-9 coding and HCPCS level II coding. Upon successful completion of Part II of this course, students will be eligible to obtain national certification.

Chesterfield Technical Center, 10101 Courthouse Road  
Section A: Jan. 23-May 21 Mondays and Wednesdays 6-8:30 p.m.  
Section B: Jan. 24-May 22 Tuesdays and Thursdays 6-8:30 p.m.  
**Total Hours: 80 Tuition: \$550 Limit: 20**

## Medical Billing and Coding Review

This course is designed for students who have successfully completed Medical Billing and Coding Professional II. Classes will focus on ICD 9 and CPT coding concepts and test-taking strategies in preparation for obtaining national certification.

Chesterfield Technical Center, 10101 Courthouse Road  
April 30-May 16 Mondays and Wednesdays 6-8 p.m.  
**Total Hours: 12 Tuition: \$55 Limit: 20**

# WORKFORCE CERTIFICATION

**Mail-in registrations will not be accepted for workforce classes.  
Proof of high school diploma or equivalency required on the first night of class.  
All classes are approved for veterans benefits.**

## Dental Assistant II

**Prerequisite:** successful Completion of Dental Assisting I with CCPS Adult Continuing Education

This is the second semester of a two-semester course designed to prepare students for entry-level positions in dental assisting. Students will learn to perform the work of an assistant in a modern practice, functioning within the guidelines and regulations defined in the Dental Practice Act of Virginia. CPR certification will be provided (second semester). It will be the responsibility of the student to obtain the necessary certificate in radiation safety required by the Virginia Board of Dentistry.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 23-May 14 Mondays and Wednesdays 6:30-9:30 p.m.  
**Total Hours: 90 Tuition: \$468 Limit: 18**

## Heating, Air Conditioning and Refrigeration I

This course covers basic heating, air conditioning and refrigeration. It includes an introduction to and operation of related components. Students will learn basic soldering and brazing, basic electricity, wiring simple circuits and troubleshooting techniques. Students must furnish safety glasses and small tools.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 17-May 8 Tuesdays and Thursdays 6:30-9:30 p.m.  
**Total Hours: 90 Tuition: \$435 Limit: 20**

## Heating, Air Conditioning and Refrigeration II

**Prerequisite:** successful completion of HVAC&R I with CCPS Adult Continuing Education

Students will review refrigerant circuits and basic heating, air conditioning and refrigeration. The course includes an introduction to and operation of related electricity. Topics include heat pumps, gas and electric heating, oil burners, air conditioners and equipment installation. Students will work with wiring diagrams and perform the soldering and brazing necessary to service, repair and hook up shop units. Shop work includes wiring air conditioners and troubleshooting equipment. Students must furnish safety glasses and small tools.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 17-May 8 Tuesdays and Thursdays 6:30-9:30 p.m.  
**Total Hours: 90 Tuition: \$454 Limit: 20**

## Heating, Air Conditioning and Refrigeration III

**Prerequisite:** successful completion of HVAC&R II with CCPS Adult Continuing Education and EPA certification

This third-semester course provides training and enough additional hours to meet the state's educational requirements for a journeyman's level testing qualifications. Focus will be on extensive schematic reading, understanding and applications in the HVAC&R industry. Also covered will be control components and applications, refrigeration cycle components and applications, heating systems, heat pump operation and troubleshooting techniques to properly diagnose and repair these systems. Students will be introduced to commercial three-phase electrical products and will be involved in the use of refrigerant gauges, electrical meters, refrigerant recovery procedures, superheat and subcooling procedures, other HVAC-related mechanical and testing equipment. Students must provide basic hand tools, safety glasses, a multifunction electrical meter and refrigerant gauges for R410A and R22 refrigerants. Specialty equipment will be provided.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 18-May 9 Mondays and Wednesdays 6:30-9:30 p.m.  
**Total Hours: 90 Tuition: \$386 Limit: 20**

## Microsoft Office Certification



You can earn a Microsoft Office Specialist 2010 certification on Microsoft Office programs and Windows operating systems. This certification features web-based pretests, program-specific certification exams and a series of step-by-step books that help you demonstrate expertise in accomplishing essential job tasks across multiple programs. After earning MOS certification, you receive access to a website where you can print transcripts to demonstrate proof of certification and receive a certificate that verifies your successful completion of the exam. Additionally, professionals who earn this certification gain access to a certification logo that they can display on their resumes and other business materials. Certification test fees not included.

Chesterfield Technical Center, 10101 Courthouse Road  
Jan. 30-March 21 Mondays and Wednesdays 6:30-8:30 p.m.  
**Total Hours: 28 Tuition: \$236 Limit: 20**

## Customer Care Certification



Are you interested in skills that you will need to be able to earn your living in the retail industry? Do you want an edge over other candidates competing for the same job? In this class, participants will learn to build relationships with customers in person and on the phone, create customer loyalty, determine customer needs and learn how to go the extra mile to customer satisfaction. You will take the certification test at the end of the class.

Bird High School, 10301 Courthouse Road  
March 5-April 4 Mondays and Wednesdays 6:30-8:30 p.m.  
**Total Hours: 20 Tuition: \$175 Limit: 20**

## How to Become a Private Pilot — Your First Step

At the end of the course, each student will receive an official FAA endorsement from a certified flight and ground instructor to take the written knowledge test for FAA private pilot certificate. The written test is valid for two years from the date you complete it to pursue a private pilot certificate. On some nights, class may meet at the Chesterfield County Airport, 7511 Airfield Drive.

Chesterfield Technical Center, 10101 Courthouse Road  
Feb. 27-April 5 Mondays and Thursdays 6-9 p.m.  
**Total Hours: 36 Tuition: \$150 Limit: 15**

## Apprenticeship Training Program

ABC-VA provides classroom-related instruction for employer-established apprenticeship programs in the electrical, HVAC and plumbing trades. Enrollment is open to students already employed by a licensed electrical, HVAC or plumbing contractor. Employers must register as apprenticeship program sponsors and must register their apprentices with the Virginia Division of Apprenticeship and Training. Call 786-2382 for more information.

# COLLEGE AND CAREER READINESS SKILLS

## College Test Preparation — Math



Many students enter college or vocational programs to find that they need remedial classes in writing and math. These transition classes were created to help students be more successful in school and on entrance tests. Participation is limited to students with GED, high school diploma, GED math or writing score of at least 390 or a TABE math or writing score of at least 560. Students will be expected to complete up to two hours of homework each week and attend regularly. Students will have access to an educational adviser to help with college applications.

Manchester Middle School, 7401 Hull Street Road  
 Feb. 6-April 4 Mondays and Wednesdays 6:30-9 p.m.  
**Total Hours: 42.5 Tuition: \$180 Limit: 20**

## College Test Preparation — Writing



Are you terrified of a blank sheet of paper? Do you dread writing assignments you know you'll face as you enter advanced training or college? This class is designed to help those who haven't written a paper in years score well on college placement exams and prepare for college-level writing. As the class writes six essays, students will receive step-by-step instruction with feedback during each stage of the writing process. Grammar practice is provided online via a computer tutoring system. Adults willing to complete homework and attend regularly progress rapidly in this class. A high-speed Internet connection and a jump drive are required. A high school diploma or GED writing score of 390 or higher is required.

Manchester Middle School, 7401 Hull Street Road  
 Feb. 6-April 4 Mondays and Wednesdays 6:30-9 p.m.  
**Total Hours: 42.5 Tuition: \$180 Limit: 20**

## TOEFL Preparation



This TOEFL (Test of English as a Foreign Language) preparation class is available to advanced ESOL students interested in pursuing postsecondary education. This class will help prepare students pass the TOEFL exam with advanced, academic English. Students must possess the equivalent of an 11th- or 12th-grade education in their own country and obtain advanced scores on ESOL placement tests.

Meadowbrook High School, 4901 Cogbill Road  
 Jan. 18-May 2 Mondays and Wednesdays 6:30-9 p.m.  
**Total Hours: 70 Tuition: \$70 Limit: 15**

## LinkedIn



Are you trying to find a job or change careers? Are you uncomfortable with the online job search process or how to get noticed after you apply for a job? Manage your professional identity with LinkedIn as you build and engage with your professional network. In this unstable and sometimes challenging labor market, it is essential to be on top of your game when it comes to the job search, the sell and sealing the deal. This class will provide you with a step-by-step guide to get your job search into full swing and is designed to help you land the next opportunity.

**Section A:** Capital Regional Workforce Center, 7333 Whitepine Road  
 Feb. 6-8 Mondays and Wednesdays 1-3:30 p.m.

**Section B:** Chesterfield Technical Center, 10101 Courthouse Road  
 March 13-15 Tuesdays and Thursdays 6-8:30 p.m.  
**Total Hours: 5 Tuition: \$25 Limit: 20**

## Building Confidence and Self-Esteem

Building confidence and self-esteem go together. If you are not confident, it is likely that your self-esteem is low or weak. Many people can appear confident, but inside it is another story. Having stronger self-esteem is life changing! Strong self-esteem can inspire you to go for what you want, be the person you want to be and at the end of your life say, "I'd love to do it all again!" This course will provide tools to understand and consider your well-being and establish mutual relations of life satisfaction and self-esteem. The instructor's practical approach provides tips, strategies, tools and techniques that you can easily understand and apply, often for immediate benefits.

Midlothian High School, 401 Charter Colony Parkway  
 March 13-22 Tuesdays and Thursdays 6:30-8:30 p.m.  
**Total Hours: 8 Tuition: \$40 Limit: 20**  
**Senior Passport Fee: \$18**

## Acquiring Assertiveness Skills

Nobody is 100 percent assertive and sure about him/herself. Being assertive is a learning, dynamic process. Knowing how you react to other people's behavior and to upcoming circumstances helps you better understand what you think and feel and how you behave in certain circumstances. That will make it easier to understand how certain behavior affects other people. Being aware of your reactions helps you learn how to change where it is necessary and react accordingly without hurting yourself or others. To understand and improve their assertiveness, students will participate in discussions and role-playing.

Midlothian High School, 401 Charter Colony Parkway  
 April 24-May 3 Tuesdays and Thursdays 6:30-8:30 p.m.  
**Total Hours: 8 Tuition: \$40 Limit: 20**  
**Senior Passport Fee: \$15**

# COMPUTERS AND TECHNOLOGY

*\*Attendance the first two nights is important to ensure success in technology classes.*

## BEGINNERS

Students who are new to computers or who have recently purchased a computer or who are not familiar using Windows and type fewer than 10-15 words a minute.

### Introduction to Computers and Mouse 101\*

This introductory course will not only get you comfortable using the mouse but will also explain the keyboard and introduce key elements of computers, operating system, hardware and application software. Microsoft Windows environment will be introduced and valuable shortcuts will be covered. The objective is to give students a good foundation and provide confidence to continue computer learning.

**Section A:** Chesterfield Technical Center, 10101 Courthouse Road  
Feb. 6-8 Monday and Wednesday 6:30-9 p.m.

**Section B:** Midlothian High School, 401 Charter Colony Parkway  
Feb. 7-9 Tuesday and Thursday 6:30-9 p.m.

**Total Hours: 5 Tuition: \$40 Limit: 12 Senior Passport Fee: \$20**

### Microsoft Windows XP\*

Do you avoid a lot of the icons and programs on your computer because you haven't a clue what they do and are afraid you will do something wrong? Have you panicked after going into Windows Explorer or other screens that you didn't recognize? If you answered yes to either question, then you need to learn more about your computer's operating system. Discover built-in tools to help you maintain and understand your files, properly remove programs that you haven't used and find out why you are having trouble with CDs. Join us for simple and clear answers. All versions of Windows are welcome. Differences are minimal.

**Section A:** Chesterfield Technical Center, 10101 Courthouse Road  
Feb. 22-March 14 Mondays and Wednesdays 6:30-9 p.m.

**Section B:** Midlothian High School, 401 Charter Colony Parkway  
Feb. 21-March 13 Tuesdays and Thursdays 6:30-9 p.m.

**Total Hours: 17.5 Tuition: \$113 Limit: 12 Senior Passport Fee: \$55**

### Keyboarding for Computers\*

**Prerequisite:** Microsoft Windows

Make your computing experience enjoyable by learning to use the microcomputer keyboard by the touch system. Become familiar with the keyboard, locate alphabetic, numeric and function keys and build your keying speed.

Chesterfield Technical Center, 10101 Courthouse Road  
March 26-May 2 Mondays and Wednesdays 6:30-8:30 p.m.

**Total Hours: 20 Tuition: \$115 Limit: 20 Senior Passport Fee: \$55**

### Working With Pictures Through Google Email

Learn to use your email and digital photos from your camera. You will learn how to transfer pictures to your computer using Picasa, crop and adjust, upload to Google and send by email.

Bird High School, 10301 Courthouse Road  
Feb. 6-Feb. 13 Monday and Wednesday 6:30-8:30 p.m.

**Total Hours: 6 Tuition: \$30 Limit: 20 Senior Passport Fee: \$15**

## INTERMEDIATE

Students who have completed the beginner classes and who have been using computers at home or work. Must be proficient using Windows 2000 operating system and type more than 20 words per minute.

### Today's Technology for Baby Boomers

Confused about technology? Want to learn how to use that new cellphone, digital camera, iPod or digital reader more effectively? Bring your technology and cables to class.

Bird High School, 10301 Courthouse Road  
March 6-20 Tuesdays and Thursdays 6:30-8:30 p.m.  
**Total Hours: 10 Tuition: \$60 Limit: 15 Senior Passport Fee: \$20**

### Microsoft Office 2007 for the Workplace\*

Are you new to the office environment or considering starting your own business? Using the right office productivity software is critical. Microsoft Office is the most commonly found integrated office solutions package in the workplace. This class is designed for the student who wants to explore the capabilities of Microsoft Office in a short time. In this informative and purposeful course, students will discuss the introduction of the fundamentals of Microsoft Word, Access, PowerPoint and Excel and will develop basic word processing, database, presentation and spreadsheet skills. Experience using Windows and previous versions of Microsoft Office will be helpful.

Midlothian High School, 401 Charter Colony Parkway  
March 27-May 3 Tuesdays and Thursdays 6:30-9 p.m.  
**Total Hours: 25 Tuition: \$210 Limit: 15 Senior Passport Fee: \$98**

### Microsoft Word 2007\*

Learn the changes and updates to Microsoft Word. This class focuses on the basics of this popular and useful word-processing program. Students will learn to use the screen, toolbars, dialog boxes and help feature; create and save simple documents; perform basic editing including character and paragraph formatting; use simple format and tool options as well as page setup, print preview and print; create bullets and paragraph numbering; and use the ruler to set, move, replace and delete tabs. Additional instruction includes use of paragraph and page borders and fill; table feature; mail merge feature; built-in templates and styles; custom templates and styles; columns; and inserting and manipulating simple graphic images.

Midlothian High School, 401 Charter Colony Parkway  
March 27-May 17 Tuesdays and Thursdays 6:30-9 p.m.  
**Total Hours: 35 Tuition: \$158 Limit: 18 Senior Passport Fee: \$98**

### Microsoft Excel 2007\*

Learn the tools of this powerful software package for integrating worksheets and developing impressive graphs, charts and reports. Topics include spreadsheet terminology; entering text, numbers, functions and formulas; creating, saving and printing worksheets; copying and moving worksheet data; customizing toolbars; creating and modifying graphs; sorting and filtering. Additional instruction includes financial functions, data tables and adding hyperlinks to a worksheet. A budget sheet will be created in class. Must be proficient using Windows operating system, the keyboard and mouse. Content is geared toward the beginner or the student who has achieved basic Excel literacy. Instruction will go to the intermediate level. This course is also good for individuals moving from Excel XP to 2007 or 2010. A USB memory drive will be needed for class.

Midlothian High School, 401 Charter Colony Parkway  
March 13-April 26 Tuesdays and Thursdays 6:30-9 p.m.  
**Total Hours: 30 Tuition: \$210 Limit: 15 Senior Passport Fee: \$68**

# COMPUTERS AND TECHNOLOGY

Students who have special interests or who want to enhance their computer experiences. Must be proficient using Windows 2000 operating system and type more than 30 words per minute. Attendance the first two nights is important to ensure success in technology classes.

## ADVANCED

### Basic Digital Photography\*

Learn how your digital camera works in this hands-on class, which will cover the basics of photo making and editing. You will study what digital means to photography as well as lighting, composition and creativity techniques. You will load photographs into the computer, set up a file storage system and share assignments with the class. Learn to manipulate your photos with Microsoft Digital Image and discuss other editing programs. Students must bring their own digital camera with camera manual and cables.

Bird High School, 10301 Courthouse Road  
**Section A:** Feb. 15-April 25      Wednesdays      6:30-8:30 p.m.  
**Section B:** Feb. 16-April 26      Thursdays      6:30-8:30 p.m.  
**Total Hours: 20      Tuition: \$125      Limit: 14**

### Photoshop\*

This digital imaging program is used by photographers and graphic designers to correct, alter and size images. This course is wonderful for the professional working in the field of graphics or graphic design, as well as someone putting together family albums and personal photographs. Students will study the entire program, from using tools, menus and palettes to working with history, layers and type. This class is on the latest version of Photoshop CS, but it is relevant to earlier versions; it is not Photoshop Elements. (Photoshop Elements has 80 percent of the CS program.) The class will be taught by Adobe Certified Instructor Anne Savedge.

Chesterfield Technical Center, 10101 Courthouse Road  
 Feb. 15-April 25      Wednesdays      6-9 p.m.  
**Total Hours: 30      Tuition: \$180      Limit: 15**

### Web Page Design\*

Learn the basics of web design issues and Hyper Text Markup Language tags. A thorough understanding of commonly used HTML tags will be emphasized while developing a multipage website. Learn to link pages, embed graphics and create lists. Text formatting, horizontal rules, links to external files and copyright issues will also be examined.

Chesterfield Technical Center, 10101 Courthouse Road  
 Feb. 28-April 26      Tuesdays      6:30-8:30 p.m.  
**Total Hours: 20      Tuition: \$145      Limit: 15**

### Introduction to Dreamweaver CS5\*

Prerequisite: Web Page Design/Photoshop  
 This course will introduce the principal elements of web design featuring Adobe's web development software. Topics will include an overview of the Dreamweaver workspace, site definition and file structure, web graphic formats, static page layout and styling using HTML and CSS and website maintenance.

Chesterfield Technical Center, 10101 Courthouse Road  
 March 5-April 4      Mondays and Wednesdays      6:30-8:30 p.m.  
**Total Hours: 20      Tuition: \$170      Limit: 15**

### Advanced Dreamweaver CS5\*

Prerequisite: Introduction to Dreamweaver  
 Students will further explore web-page composition with emphasis on time-saving techniques. Additional Adobe software programs such as Photoshop will be used as design tools, as well as discussions covering how to tailor a website to suit a particular business need.

Chesterfield Technical Center, 10101 Courthouse Road  
 April 16-May 16      Mondays and Wednesdays      6:30-8:30 p.m.  
**Total Hours: 20      Tuition: \$100      Limit: 15**

**SEE PAGE 6 FOR MICROSOFT OFFICE CERTIFICATION CLASS.**

# LANGUAGES

## Spanish for the Beginner

The class is for those who do not have previous knowledge but who want to learn Spanish at a slower pace. Learn phonetics and words that can be used in everyday interactions.

Bird High School, 10301 Courthouse Road  
Feb. 8-May 16                      Wednesdays                      6:30-8:30 p.m.  
**Total Hours: 28                      Tuition: \$140                      Limit: 15**  
**Senior Passport Fee: \$40**

## Conversational Spanish Part I

Individuals who have significant contact with Spanish-speaking people in their professional or personal lives will benefit from this extensive interactive course to communicate in Spanish with cultural understanding. This goal will be achieved by learning correct pronunciation, practicing everyday expressions using interactive class activities and immersion excursions in the Spanish-speaking community, learning correct grammatical structure and developing reading, writing and listening skills. The course will also reinforce and expand conversational skills to help students become more confident using Spanish in the community, business or travel.

Monacan High School, 11501 Smoketree Drive  
Feb. 8-April 25                      Wednesdays                      6:30-9 p.m.  
**Total Hours: 27.5                      Tuition: \$130                      Limit: 20**  
**Senior Passport Fee: \$50**



## Conversational Spanish Part II

This course will continue from Part I, using the same text, beginning with a brief review of vocabulary and grammatical structure. Also, students will learn the present tense to the past tense, other parts of speech, important word usage, expanded vocabulary and new cultural insights. This will be accomplished by using interactive class activities, immersion excursions in the Spanish-speaking community and further developing reading, writing and listening skills. The class will reinforce all the student has learned previously and expand conversational skills to a greater level of confidence.

Monacan High School, 11501 Smoketree Drive  
Feb. 6-April 30                      Mondays                      6:30-9 p.m.  
**Total Hours: 27.5                      Tuition: \$96                      Limit: 20**  
**Senior Passport Fee: \$48**

## American Sign Language I

Students will learn basic American Sign Language including ABCs, numbers, greetings and simple sentences and will be exposed to deaf culture. This is a great course for those wanting to communicate with deaf or hard-of-hearing people. If you have been contemplating a career change, there are endless opportunities in deaf education and sign language interpreting.

Bird High School, 10301 Courthouse Road  
Feb. 6-April 2                      Mondays and Thursday                      5:45-7:45 p.m.  
**Total Hours: 32                      Tuition: \$155                      Limit: 20**  
**Senior Passport Fee: \$65**



## Sign Language Vocabulary Lab

This is a continuation of American Sign Language I and will serve as a lab for students to practice vocabulary already learned. Also, the class will learn new vocabulary to build on basic sign language sentences.

Bird High School, 10301 Courthouse Road  
Feb. 6-April 2                      Mondays and Thursdays                      8-9 p.m.  
**Total Hours: 16                      Tuition: \$35                      Limit: 20**

## French

Students will be immersed in modern French language and culture. This is a great starter course for those who plan to visit French-speaking countries as tourists or on business. You will learn the basic vocabulary for dining, shopping, finding your way and locating accommodations. Audio material, movie clips and books will supplement instruction.

Midlothian High School, 401 Charter Colony Parkway  
Feb. 28-May 8                      Tuesdays                      6:30-8:30 p.m.  
**Total Hours: 20                      Tuition: \$105                      Limit: 20**  
**Senior Passport Fee: \$55**

## German

In just a short time, you will pick up all the German you need for most everyday situations: meeting and greeting people, asking directions, ordering from a menu and finding accommodations. Perfect for anyone traveling to a German-speaking country. Books, audio material and movie clips will supplement instruction.

Monacan High School, 11501 Smoketree Drive  
Feb. 29-May 9                      Wednesdays                      6:30-8:30 p.m.  
**Total Hours: 20                      Tuition: \$125                      Limit: 20**  
**Senior Passport Fee: \$55**

## Italian

Try a taste of the old country, Italy. Have fun with friends and family. This is a great starter course for those who plan to visit Italian-speaking countries as tourists or on business. Learn to order from a menu, ask for directions and find accommodations. Students will also explore everyday Italian words and phrases. In case of a medical emergency, students will learn the parts of the body. Books, music, demonstrations and discussions will supplement instruction.

Monacan High School, 11501 Smoketree Drive  
Feb. 22-May 2                      Wednesdays                      6:30-8:30 p.m.  
**Total Hours: 20                      Tuition: \$125                      Limit: 20**  
**Senior Passport Fee: \$55**

# FINANCIAL PLANNING

## Budgeting for Individuals and Families

This class is about developing good budgeting skills that affect an individual's financial and personal life. Topics include budget planning, setting up and using a budget, debt reduction and prevention and long-term planning that can enable home ownership, retirement, vacations and more.

Midlothian High School, 401 Charter Colony Parkway  
 March 13-20 Tuesdays 7-9 p.m.  
**Total Hours: 4 Tuition: \$35 Limit: 20**  
**Senior Passport Fee: \$15**

## How to Prepare Your Child for the Real World of Money

This class is for parents of children of all ages and will cover everything from allowances for small children to debit and credit cards for college kids. No children allowed.

Midlothian High School, 401 Charter Colony Parkway  
 March 27-April 3 Tuesdays 7-9 p.m.  
**Total Hours: 4 Tuition: \$35 Limit: 20**  
**Senior Passport Fee: \$15**

## Secrets of Paying for College

The cost of college is higher than ever. How will you afford this expense? What if your children attend an elite or out-of-state school? What if they don't graduate in four years? The costs can be monumental. This class will teach you how to send your children to the college of their dreams without bankrupting your retirement. You'll discover strategies that may enable you to qualify for financial aid, sources for scholarships and strategies for minimizing your tax exposure — giving you greater cash flow for funding a college education.

**Section A:** Monacan High School, 11501 Smoketree Drive  
 Feb. 22 Wednesday 6-8:30 p.m.

**Section B:** Midlothian High School, 401 Charter Colony Parkway  
 April 3 Tuesday 6-8:30 p.m.  
**Total Hours: 2.5 Tuition: \$25 (no charge for spouse) Limit: 20**  
**Senior Passport Fee: \$10**

## Complete Financial Management Workshop

Whether you are an experienced or inexperienced investor, this three-night course is designed to provide the tools required to make sound financial decisions. Learn strategies to increase your cash flow, build an effective portfolio, plan for retirement, pay for your children's or grandchildren's education, reduce taxes, protect assets, avoid probate and reduce estate taxes and leave more wealth to your heirs. This comprehensive course includes a workbook that will remain a valuable resource after the workshop has ended.

Midlothian High School, 401 Charter Colony Parkway  
 Feb. 21-28 Tuesdays and Thursdays 6-8:30 p.m.  
**Total Hours: 7.5 Tuition: \$52 Limit: 20**  
**Senior Passport Fee: \$25**

## Income for Life

This course is a brief retirement workshop that educates and helps overcome roadblocks to a successful retirement. Four content-rich sections serve as a key to making sound financial decisions: define and create your retirement, assess the costs of retirement, evaluate sources of income and receive funds from retirement plans. Topics will also include Social Security issues, pension hurdles and annuities.

Midlothian High School, 401 Charter Colony Parkway  
 April 3-5 Tuesday and Thursday 6-8 p.m.  
**Total Hours: 4 Tuition: \$55 Limit: 20**  
**Senior Passport Fee: \$20**

## Manage Your Debt Like a Millionaire

Millionaires have no mortgage payments, no car payments, no credit card payments, no debts whatsoever! Learn how millionaires pay off their debts, including their mortgages, in five to seven years. This seminar will teach you to avoid pitfalls that cause financial failure. You will learn to eliminate debt, operate 100 percent on cash and build retirement wealth safely and quickly. Bring a calculator and a list of debts showing balance and monthly payments. Follow-up class is Manage Your Money Like a Millionaire.

Midlothian High School, 401 Charter Colony Parkway  
 Feb. 7-9 Tuesday and Thursday 6:30-8:30 p.m.  
**Total Hours: 4 Tuition: \$35 (no charge for spouse) Limit: 20**  
**Senior Passport Fee: \$15**

## Manage Your Money Like a Millionaire

Learn the secrets of managing your money like a millionaire and how to avoid the pitfalls of investment product selling. Are you making prepayments on your first or second mortgage? Are you carrying any nondeductible debt such as credit cards, car loans or school loans? This course will tell you the truth about financial processes that prevent you from making the most of your investment dollars.

Midlothian High School, 401 Charter Colony Parkway  
 March 6-8 Tuesday and Thursday 6:30-8:30 p.m.  
**Total Hours: 4 Tuition: \$35 (no charge for spouse) Limit: 20**  
**Senior Passport Fee: \$15**

## Understanding Financial Statements and Retirement Plan Choices

Do you feel overwhelmed when making choices for your investments/benefits? Is your problem a lack of information or too much information? Do you look at your financial statements and try to figure out what is going on? In this one-night course, you will learn to read a financial statement and mutual fund prospectus and understand 401(k) choices and other benefits. After this course, you will be able to make informed decisions that make sense.

Midlothian High School, 401 Charter Colony Parkway  
 March 20 Tuesday 6:30-8:30 p.m.  
**Total Hours: 2 Tuition: \$25 Limit: 20**  
**Senior Passport Fee: \$10**

## Ed Slott Retirement Decisions Workshop

This class presents the basics from Ed Slott's "Retirement Decisions Guide." Ed Slott is an expert on retirement plans (ira.help.com), and this workshop is for people who wish to make informed and intelligent decisions regarding IRAs and retirement. Topics will include understanding what type of IRA is best for you, why most IRAs are not set up properly, why leaving your money in a company plan after retirement may be a huge mistake, tax-cutting strategies for you and your IRA beneficiaries and how to create a legacy with your IRA to pass to future generations. After this class, you will know more than most financial advisers about how retirement plans work.

Midlothian High School, 401 Charter Colony Parkway  
 April 24-26 Tuesday and Thursday 6:30-8:30 p.m.  
**Total Hours: 4 Tuition: \$35 (no charge for spouse) Limit: 20**  
**Senior Passport Fee: \$15**

## Passport to Retirement — How to Distribute Your Retirement Funds Effectively

This comprehensive retirement workshop will educate and help overcome roadblocks to a successful retirement. Seven content-rich sections serve as a passport to making sound financial decisions: define and create your retirement, assess the costs of retirement, evaluate sources of income, invest for the future, protect your health and wealth, receive funds from retirement plans and manage your estate distribution.

Midlothian High School, 401 Charter Colony Parkway  
 March 20-22 Tuesday and Thursday 6-9 p.m.  
**Total Hours: 6 Tuition: \$15 Limit: 20**  
**Senior Passport Fee: \$15**

# HOME IMPROVEMENT

## Basic Carpentry

Learn the basics of carpentry including power tool usage, project planning, material usage and techniques, safety and blueprint reading. Students will have hands-on experience with projects including simple outdoor furniture making, rough framing, interior trim and finishing techniques. By the end of the course, students will be ready to take on projects of their own and have useful skills that will last a lifetime.

Chesterfield Technical Center, 10101 Courthouse Road  
Feb. 27-May 9 Mondays and Wednesdays 6:30-8:30 p.m.  
**Total Hours: 40 Tuition: \$218 Limit: 15**

## Intermediate Carpentry — Shed Building

Continue to develop your abilities with a course that will review carpentry basics and bring in new skills. This course is for students with a small amount of carpentry experience who want to learn more techniques, including carpentry, roofing, siding and hanging doors and windows. The main project will be to build a shed on site.

Chesterfield Technical Center, 10101 Courthouse Road  
Feb. 28-May 10 Tuesdays and Thursdays 6:30-8:30 p.m.  
**Total Hours: 40 Tuition: \$188 Limit: 15**

## Basic Electrical Wiring

This course focuses on introductory residential electrical wiring. Learn about basic materials, outlet boxes, switches, receptacles and the installation of several types of fixtures. Topics include the installation of ceiling fans, overhead lights, wall switches and other household projects. Try this course if you are considering a home project or a career as an electrician. There is no senior discount for this class.

Chesterfield Technical Center, 10101 Courthouse Road  
Feb. 28-March 27 Tuesdays 6:30-9 p.m.  
**Total Hours: 12.5 Tuition: \$90 Limit: 15**

## Home Maintenance and Repair

Tired of calling a repairman for simple repairs? Learn to take care of them yourself. This course will cover installing door locks, caulking, repairing holes in wallboard, repairing faucets, painting and simple electrical jobs. Instruction will be given in the use of hand tools and simple power tools. The instructor will also address individual problems brought to the class.

Bird High School, 10301 Courthouse Road  
March 13-April 24 Tuesdays 7-9 p.m.  
**Total Hours: 12 Tuition: \$65 Limit: 20**

## Interior Design I

Decorating is a process that evolves over time, but where do you start? Bring photos of a room or rooms and pick up designer tips to help achieve the look you are seeking. This is a four-part class: Part 1 covers working with what you already own and making your best look even better. Part 2 covers understanding how to make a room balance, flow and harmonize. Part 3 develops character in your home by tapping your creative instincts. Part 4 focuses on the do's and don'ts of accessorizing while putting your personal signature on your home.

Monacan High School, 11501 Smoketree Drive  
Feb. 27-April 2 Mondays 6:30-8:30 p.m.  
**Total Hours: 12 Tuition: \$55 Limit: 20**

## Interior Design II

Learn more about color coordinating through the language of color. You will develop your color preference by creating a color palette for your room. Learn how different colors will impact your space. Ideas to create your palette will be generated by your personality. Hands-on activities include making a room layout, selecting finishes to create harmony and balance and determining overall theme for a room. The key elements of design will show how the use of color, texture and lighting set the mood in your room.

Monacan High School, 11501 Smoketree Drive  
April 16-May 21 Mondays 6:30-8:30 p.m.  
**Total Hours: 12 Tuition: \$55 Limit: 20**

## Using Feng Shui to Clear Clutter and Create Prosperity

Clutter is a problem in our busy world. Clearing clutter can change your life, but it can be difficult to do. There are so many decisions to make. And what do you do with all that stuff? Join feng shui practitioner and certified professional organizer Debbie Bowie to learn principles of feng shui to use as your guide to clearing clutter more easily. Feng shui is the art of arranging your space to enhance your life.

Midlothian High School, 401 Charter Colony Parkway  
April 17 Tuesday 6:30-8:30 p.m.  
**Total Hours: 2 Tuition: \$20 Limit: 20**

# SPECIAL INTEREST

## eBay Buying and Selling Workshop I

Using eBay can be fun and a way to make a little money. This session will use lecture, handouts and overheads to demonstrate the basics of buying and selling on eBay. A book will be available to use during the class. Learn to find items you want, make a bid and complete the transaction. Learn to sell items, write descriptions, set prices, receive payment, deal with buyers and ship. The class is for information only and will not involve using a computer.

Bird High School, 10301 Courthouse Road  
March 8 Thursday 6-9 p.m.  
**Total Hours: 3 Tuition: \$30 Limit: 20**  
**Senior Passport Fee: \$15**

## eBay Buying and Selling II Lab

**Prerequisite:** beginners eBay class or experience using eBay; must have an eBay account with PayPal set up; bring a jump drive with photos of items to sell

This lab consists of two two-hour sessions in which the students will use a computer and go to the eBay website. Planned tasks include researching, buying (bidding, snipping, etc.), selling (listing an item with title, description, pictures, pricing, listing style, shipping and invoicing) and handling disputes. There will also be time for questions and to practice on items that students want to buy or sell.

Bird High School, 10301 Courthouse Road  
March 22-29 Thursdays 6-8 p.m.  
**Total Hours: 4 Tuition: \$30 Limit: 20**  
**Senior Passport Fee: \$15**

# SPECIAL INTEREST

## Chocolate 101



Just in time for Valentine's Day, you can learn everything you have always wanted to learn about chocolate but were afraid to ask. Students will work with a variety of chocolates, learn to test for quality, temper properly in order to dip cookies or fruit, make souffles, elegant cakes and much more! Everyone must help clean up after class.

Manchester High School, 12601 Bailey Bridge Road  
Feb. 2-9                      Thursdays                      6-8 p.m.  
**Total Hours: 4                      Tuition: \$45                      Limit: 20**

## Cuisine of Ireland and Scotland



Just in time for your St. Patrick's Day party, this fun-filled class will explore the comforting recipes of these beautiful countries. Dishes will include Scottish shortbread, colcannon, new twists on corned beef and cabbage, fresh breads, warming soups, wonderful sides and fabulous desserts. Everyone must help clean up after class.

Manchester High School, 12601 Bailey Bridge Road  
Feb. 23-March 1                      Thursdays                      6-8 p.m.  
**Total Hours: 4                      Tuition: \$45                      Limit: 20**

## Delicious Indulgences for Healthy Lifestyles



Life is too short to diet. Through this four-week class, learn easy recipes that taste out of this world and make you feel wonderful about eating and sharing them. Topics include lunches and dinners for people on the go, fabulous desserts and treats and an affordable and easy approach to eating local and seasonal foods. Everyone must help clean up after class.

Manchester High School, 12601 Bailey Bridge Road  
March 13-22                      Tuesdays and Thursdays                      6-8 p.m.  
**Total Hours: 8                      Tuition: \$60                      Limit: 20**

## Tour of Europe



Even if you can't afford a European vacation, you can explore the fabulous cuisines of Italy, France, Belgium and Spain in this eight-week culinary tour. Learn to perk up meals as you learn easy, foolproof ways to incorporate fresh-made pastas, seasonal and quick sauces, creamy risottos, stews and cassoulets, tapas and custards, fabulous desserts and mouth-watering breads into your weekly menus. Everyone must help clean up after class.

Manchester High School, 12601 Bailey Bridge Road  
April 17-June 7                      Tuesdays and Thursdays                      6-8 p.m.  
**Total Hours: 32                      Tuition: \$170                      Limit: 20**

## Centerpieces for the Creatively Challenged



Think you aren't skilled enough to create an attractive centerpiece for your next dinner or party? Build your confidence by learning simple shortcuts with party planner Leigh Crank Perry. Expand your party decorating horizons with easy suggestions for using everyday items to create memorable and inexpensive centerpieces.

Monacan High School, 11501 Smoketree Drive  
March 12-19                      Mondays                      7-9 p.m.  
**Total Hours: 4                      Tuition: \$35                      Limit: 15**

## Creative Children Parties



Create lifelong memories for your child without losing your sanity or your cents. Learn to plan easy-to-manage, age-appropriate, imaginative but inexpensive birthday celebrations. Party planner Leigh Crank Perry will share many tips for fun themes, decorations, activities and menus to make your child's special day exciting!

Monacan High School, 11501 Smoketree Drive  
April 16-23                      Mondays                      7-9 p.m.  
**Total Hours: 4                      Tuition: \$35                      Limit: 15**

## Showers for Brides, Babies and Grandmothers



Brides, babies and grandmothers are reasons for celebrating. Party planner Leigh Crank Perry will share creative themes and activities so you can create special memories as you shower your honoree and guests.

Monacan High School, 11501 Smoketree Drive  
May 7-14                      Mondays                      7-9 p.m.  
**Total Hours: 4                      Tuition: \$35                      Limit: 15**

## Gentle Flow Yoga

This class is open to all who want to try yoga or who are returning to practice. Recommended for its physical and mental benefits, this slower-paced flow class provides a foundation in fundamental poses and movement. This transformative flow will coordinate breath and movement through the practice of sequential poses. All experience levels are welcome — particularly those who enjoy a relaxing pace. All yoga sessions will end with savasana, a relaxing way to focus inward. Students should bring a blanket for warmth during savasana (because the body cools during relaxation) and a personal yoga mat. (There will be a limited number of mats available at the first session that may be purchased for \$10.)

Monacan High School, 11501 Smoketree Drive  
Feb. 8-April 14                      Wednesdays                      6-7:15 p.m.  
**Total Hours: 7.5                      Tuition: \$50                      Limit: 15**

## Gentle Plus — Strength and Flow Yoga

This class is designed for any level student (beginner to advanced) but is particularly recommended to build on the benefits of the Gentle Flow Yoga class. We will continue the Vinyasa flow style of yoga but will begin to incorporate strength moves including back bends and arm strength. Students will gain more awareness of their bodies and how to reach their optimum strength and stamina. The goal of Gentle Plus is releasing tension while allowing students to challenge themselves to a next level. The instructor will incorporate pose modifications. We will end each session with savasana, a resting relaxation, so bring a blanket (because the body cools during relaxation) and a personal yoga mat.

Monacan High School, 11501 Smoketree Drive  
March 28-May 9                      Wednesdays                      6-7:15 p.m.  
**Total Hours: 7.5                      Tuition: \$50                      Limit: 15**

## Golf Made Easy Clinic

This course will help beginners, higher handicappers, golfers who have had an extended layoff or someone returning to the game. We will have fun and learn to navigate the course for speed of play. Basic fundamentals of putting, chipping and full swing with irons and woods will be covered. You will also learn important rules, what equipment will work best for you and the meaning of golf terms — all in a relaxed atmosphere.

First Tee Chesterfield, 6736 Hunting Creek Drive  
April 19-May 17                      Thursdays                      5:30-7 p.m.  
**Total Hours: 7.5                      Tuition: \$100                      Limit: 8**

## Intermediate Golf

This class is designed for golfers who would like to improve existing skills. Fine-tune your putting, chipping, pitching, driving, uneven lies and bunker techniques. Learn more about rules, decisions and golf course management.

First Tee Chesterfield, 6736 Hunting Creek Drive  
April 17-May 15                      Tuesdays                      5:30-7 p.m.  
**Total Hours: 7.5                      Tuition: \$100                      Limit: 8**

# SPECIAL INTEREST

## Clowning 101

Students will be introduced to the art of clowning, which includes clown history, character development, two or three makeup application sessions, costuming, clown magic (illusions), skills (performing and developing), balloon sculpting, face painting and clown accounting. Props and parades will be mentioned. The final class will be a clown graduation. Class will not be held on April 24.

Bird High School, 10301 Courthouse Road  
Feb. 21-May 15                      Tuesdays                      7-9 p.m.  
**Total Hours: 20                      Tuition: \$120                      Limit: 15**

## Take the Mystery Out of Homebuying



Do you want to learn more about short sales, foreclosures and auctions? Are you confused about purchasing a home in today's market? People are taking advantage of low interest rates and a buyer's market to purchase a home and stop paying rent. This class will help you understand the homebuying process, evaluate your credit, find the right loan for you and teach you how to have the seller pay your closing costs so that you can make buying your dream home a reality.

Midlothian High School, 401 Charter Colony Parkway  
April 24                      Tuesday                      6-8:30 p.m.  
**Total Hours: 2.5                      Tuition: \$30                      Limit: 15**

## Classic Couponing 101



Have you ever thought coupon shopping is too much work? Then this class is for you. We will start from the beginning, with explanations of coupon terminology and store policies. Next, we will set up your couponing system, use the computer to find bargains and go to the store to practice your new skills. You will learn tips and methods to save time and stress while saving money.

Bird High School, 10301 Courthouse Road  
Feb. 8-29                      Wednesdays                      6:30-8:30 p.m.  
**Total Hours: 8                      Tuition: \$38                      Limit: 20**

## Getting Paid to Talk

Have you been told that you have a great voice? This exciting class will explore numerous aspects of voice-over work for television, film, radio, audiobooks, documentaries and the Internet. The class will cover the basics: how to prepare a demo, be successful and earn great income. Students will have the opportunity to ask questions and hear examples of demos recorded by professional voice actors. Students will also have a chance to record a commercial script under the direction of a voicecoaches.com producer. This is informative, fun and a great first step for anyone interested in voice acting professionally. For more information about this class, go to [www.voicecoaches.com/gppt](http://www.voicecoaches.com/gppt).

Midlothian High School, 401 Charter Colony Parkway  
March 29                      Thursday                      6:30-9 p.m.  
**Total Hours: 2.5                      Tuition: \$25                      Limit: 20**

# BOOMERS AND BEYOND

## Medicare Basics Part I



If you are a Medicare recipient, about to become one or have a family member or friend who needs help understanding Medicare, this course is for you. Led by Linda Tsironis Caruthers, CSA, LTCP, and John Pate, CSA, this class covers Part A, Part B, Part C and Part D and how it all works. After this course, you will understand your choices and will understand when you are eligible for Medicare.

Midlothian High School, 401 Charter Colony Parkway  
Section A: March 6                      Tuesday                      6:30-8:30 p.m.  
Section B: April 19                      Thursday                      6:30-8:30 p.m.  
**Total Hours: 2                      Tuition: \$5                      Limit: 20**

## Medicare Basics Part II



This course offers the opportunity for you to learn how to review and compare Medicare health and drug plan choices including using a drug formulary. You will learn what is and what is not covered and how to fill in the gaps. Learn how to read your Medicare Summary Notice, when you may need to file a claim and how to do it. This course will be led by Linda Tsironis Caruthers, CSA, LTCP, and John Pate, CSA.

Midlothian High School, 401 Charter Colony Parkway  
Section A: March 20                      Tuesday                      6:30-8:30 p.m.  
Section B: May 3                      Thursday                      6:30-8:30 p.m.  
**Total Hours: 2                      Tuition: \$5                      Limit: 20**

## Understanding and Evaluating Long-Term Care Insurance

This course will help you understand long-term care and the insurance options that can help pay for long-term care. Buying long-term care insurance should be an educated decision. You will learn the core benefits and features of long-term care policies. After taking this course, you will be able to design a long-term care plan that may or may not include a long-term care insurance policy, choose a long-term care insurance company and how to fund the long-term care insurance premium. The course is taught by Linda Tsironis Caruthers, CSA, LTCP, president and owner of Long-Term Care Consultants in Richmond. There is no senior discount for this class.

Midlothian High School, 401 Charter Colony Parkway  
March 27                      Tuesday                      7-9 p.m.  
**Total Hours: 2                      Tuition: \$5                      Limit: 20**

# ARTS AND CRAFTS

## Basic Knitting

This introductory class will cover basic knitting stitches and how to read knitting instructions. Examples of stitches include the knit stitch, garter stitch and purl stitch. Learning to knit will inspire decorating ideas and gifts. We recommend bringing two U.S. 8 (5 mm) knitting needles and a ball of light-colored worsted yarn to the first class.

Monacan High School, 11501 Smoketree Drive  
 Feb. 6-March 12 Mondays 6:30-8:30 p.m.  
**Total Hours: 10 Tuition: \$65 Limit: 15**  
**Senior Passport Fee: \$10**

## Intermediate Knitting

This intermediate class will expand on the knitting skills developed in Basic Knitting. We recommend bringing smooth, light-colored worsted weight yarn and a pair of U.S. 8 (5 mm) knitting needles to the first class. Students are also welcome to bring their own project to work on in class.

Monacan High School, 11501 Smoketree Drive  
 March 26-April 30 Mondays 6:30-8:30 p.m.  
**Total Hours: 10 Tuition: \$55 Limit: 15**  
**Senior Passport Fee: \$10**

## Introduction to Sewing

This class is designed for the true beginner. Students will learn to safely and properly operate and maintain their sewing machines. They will gain an understanding of basic sewing terminology, learn to measure for, select and interpret a commercial pattern and gain confidence in their ability to sew. Students will make an easy apron, table runner and item of clothing from a selection of patterns and one other project. Students should anticipate buying fabric, pattern and notions and should bring these items to the first class: sewing machine and user's guide or manual, straight pins (with plastic or glass heads), pincushion, large scissors for cutting fabric, small sharper scissors for cutting thread, seam ripper, seam gauge (a specialized 6-inch ruler), sturdy plastic or metal straight edge 18 to 24 inches long, fabric marker or fabric marking pencil, large safety pin, hand-sewing needle, thimble (optional), sewing machine needles size 80/12, one yard of cotton fabric 42 to 45 inches wide (washed and pressed), appropriate thread and an extension cord or power strip. There will not be a class on March 21.

Monacan High School, 11501 Smoketree Drive  
 Feb. 1-March 28 Wednesdays 6:30-9 p.m.  
**Total Hours: 20 Tuition: \$135 Limit: 10**  
**Senior Passport Fee: \$65**

## Basic Guitar

This course will cover chords, basic strumming, picking techniques and alternative styles through a variety of songs. Bring your guitar and a portable music stand the first night of class.

Section A : Midlothian High School, 401 Charter Colony Parkway  
 Feb. 7-March 13 Tuesdays 6:30-8:30 p.m.

Section B: Bird High School, 10301 Courthouse Road  
 Feb. 9-March 15 Thursdays 6:30-8:30 p.m.  
**Total Hours: 12 Tuition: \$73 Limit: 12**

**Senior Passport Fee: \$30**

## Advanced Guitar

Prerequisite: Basic Guitar with CCPS Adult Continuing Education  
 This course will familiarize students with chords, strumming, picking techniques and alternative styles. A variety of songs will be explored through these elements. Bring your guitar and a portable music stand the first night of class.

Bird High School, 10301 Courthouse Road  
 March 29-May 10 Thursdays 6:30-8:30 p.m.  
**Total Hours: 12 Tuition: \$60 Limit: 12**  
**Senior Passport Fee: \$30**

## Introduction to Upholstery Workshop

Students will be guided through the steps of removing old fabric, cutting foam and fabric and upholstering their furniture. Instructions will be given in repairing wood joinery, webbing, tying springs and wood staining. Students will learn the upholstery skills needed to work inside and outside of the classroom. Students are responsible for purchasing their own fabric and foam. Most upholstery materials are provided. Tools needed and fabric yardage will be discussed during the first class. Basic sewing skills are helpful. This is a beginning upholstery class — no wing chairs, club chairs, or settees. Furniture must be small enough to be carried by one person and may be stored at the school while work is in progress.

Chesterfield Technical Center, 10101 Courthouse Road  
 Section A: Jan. 30-May 7 Mondays 6-8 p.m.  
 Section B: Jan. 31-May 1 Tuesdays 6-8 p.m.  
**Total Hours: 26 Tuition: \$238 Limit: 8**

## Intermediate and Advanced Upholstery Workshop

This class is for those who have taken the Introduction to Upholstery Workshop or who have previous experience in upholstery. Instructions will be given in repairing wood joinery, webbing, tying springs and wood staining. Students will be guided through the steps of removing old fabric, cutting foam and fabric and upholstering their furniture. Students are responsible for purchasing their own fabric and foam. Fabric yardage will be discussed during the first class. Most upholstery materials will be provided. No couches.

Chesterfield Technical Center, 10101 Courthouse Road  
 Feb. 1-April 25 Wednesdays 6-8 p.m.  
**Total Hours: 24 Tuition: \$225 Limit: 8**

## Basic Beaded Jewelry I

Students will learn the basics of creating unique beaded jewelry. This class covers essential tools, supplies and skills needed for beginning jewelry making. Students will learn basic bead stringing, working with wire and designing. Projects will include beaded dangle, post and clip earrings and a beaded necklace, bracelet and/or anklet made using nylon-coated wire. Other possible projects include eyeglass holders or name-badge holders. Students are encouraged to bring old jewelry from home to restring.

Bird High School, 10301 Courthouse Road  
 Feb. 21-March 13 Tuesdays 6:30-8:30 p.m.  
**Total Hours: 8 Tuition: \$60 Limit: 15**  
**Senior Passport Fee: \$20**

## Basic Beaded Jewelry II

Students will use skills learned from Basic Beaded Jewelry I to create more detailed and challenging projects including multiple-strand necklaces, chain and wire link necklaces and other projects. Students will work more with metal wire, learning to make beaded wire links, wire decorations and connecting to chain. Other bead-stringing methods will be explored.

Bird High School, 10301 Courthouse Road  
 March 27-April 24 Tuesdays 6:30-8:30 p.m.  
**Total Hours: 8 Tuition: \$60 Limit: 15**  
**Senior Passport Fee: \$20**

# SENIOR PASSPORT

## Senior Passport

The Senior Passport, designed by the Community Relations Department of Chesterfield County Public Schools, allows Chesterfield County residents 60 and older to take courses (listed below). Classes on Pages 5-6 and some throughout the program guide do not qualify for the Senior Passport program, so full tuition must be paid. Seniors can sign up for other courses listed on Pages 7-15 on a space-available basis, paying only the Senior Passport fee, if applicable. The materials fee will be deposited, but deposit does not guarantee entry into the class. If space is not available, a refund will be issued. A class will meet if it has the minimum number of full-tuition-paying adults.

If you register for a course on a space-available basis, do not attend until contacted 48 hours before the first night of the class. If you receive a confirmation in the mail, you may attend the class.

### Registration Information

- Step 1** Call **748-1405** to obtain a Senior Passport.
- Step 2** You may select a Senior Passport course on this page or you may select another course (Pages 8-15) on a space-available basis or you may do both.
- Step 3** Complete the registration form and add all fees.
- Step 4** Mail your registration, a copy of your Senior Passport card and any fees to Adult Continuing Education, 10101 Courthouse Road, Chesterfield, VA 23832.

### Mouse 101

This introductory course will not only get you comfortable using the mouse but will also explain the keyboard, introduce the Windows environment and show valuable shortcuts. Before you decide to skip this course because you already know how to point and click, ask yourself how many keyboard shortcuts you know. Do you know what to do if your mouse stops working? When should you right click?

Bird High School, 10301 Courthouse Road, Room 315

<b>Section A:</b> Feb. 6-8	Monday, Tuesday and Wednesday	3-5 p.m.
<b>Section B:</b> March 5-7	Monday, Tuesday and Wednesday	3-5 p.m.
<b>Total Hours: 6</b>	<b>Tuition: \$15</b>	<b>Limit: 15</b>

### Computer Concepts for Seniors

This class provides an introduction to computer hardware, software and basic Windows commands and techniques.

Bird High School, 10301 Courthouse Road, Room 315

<b>Section A:</b> Feb. 13-15	Monday, Tuesday and Wednesday	3-5 p.m.
<b>Section B:</b> March 12-14	Monday, Tuesday and Wednesday	3-5 p.m.
<b>Total Hours: 6</b>	<b>Tuition: \$15</b>	<b>Limit: 15</b>

### Excel Basics

Learn to set up basic spreadsheets, use simple formulas and sort information from banking registers to addresses.

Bird High School, 10301 Courthouse Road, Room 315

March 26-28	Monday, Tuesday and Wednesday	3-5 p.m.
<b>Total Hours: 6</b>	<b>Tuition: \$15</b>	<b>Limit: 15</b>

### Working With Pictures Through Google Email

Learn to use your email and digital photos from your camera. You will learn how to transfer pictures to your computer using Picasa, crop and adjust, upload to Google and send by email.

Bird High School, 10301 Courthouse Road, Room 315

April 23-25	Monday, Tuesday and Wednesday	3-5 p.m.
<b>Total Hours: 6</b>	<b>Tuition: \$15</b>	<b>Limit: 20</b>

### Golf for Seniors Clinic

This clinic is tailored specifically for the senior golfer. Golf fundamentals will consist of the basic putting, chipping, irons, fairway woods and driver.

First Tee Chesterfield, 6736 Hunting Creek Drive

April 16-May 14	Mondays	3-4:30 p.m.
<b>Total Hours: 7.5</b>	<b>Tuition: \$55</b>	<b>Limit: 8</b>

### eBay Buying and Selling Workshop

Using eBay can be fun and a way to make a little money. This session will use lecture, handouts and overheads to demonstrate the basics of buying and selling on eBay. A book about eBay will be available to use during the class. Learn to find items you want, make a bid and complete the transaction. Learn to sell items, write descriptions, set prices, receive payment, deal with buyers and ship. The class is for information only and will not involve using a computer.

Chesterfield Technical Center, 10101 Courthouse Road

Feb. 27	Monday	3-6 p.m.
<b>Total Hours: 3</b>	<b>Tuition: \$15</b>	<b>Limit: 20</b>

### Medicare Basics Part I

If you are a Medicare recipient, about to become one or have a family member or friend who needs help understanding Medicare, this course is for you. Led by Linda Tsironis Caruthers, CSA, LTCP, and John Pate, CSA, this class covers Part A, Part B, Part C and Part D and how it all works. After this course you will understand your choices and will understand when you are eligible for Medicare.

Chesterfield Technical Center, 10101 Courthouse Road

<b>Section A:</b> March 21	Wednesday	3-5 p.m.
<b>Section B:</b> April 18	Wednesday	3-5 p.m.
<b>Total Hours: 2</b>	<b>Tuition: \$5</b>	<b>Limit: 20</b>

### Medicare Basics Part II

This course offers the opportunity to learn how to review and compare Medicare health and drug plan choices including using a drug formulary. You will learn what is and what is not covered and how to fill in the gaps. Learn how to read your Medicare Summary Notice, when you may need to file a claim and how to do it. This course will be led by Linda Tsironis Caruthers, CSA, LTCP, and John Pate, CSA.

Chesterfield Technical Center, 10101 Courthouse Road

<b>Section A:</b> April 4	Wednesday	3-5 p.m.
<b>Section B:</b> May 2	Wednesday	3-5 p.m.
<b>Total Hours: 2</b>	<b>Tuition: \$5</b>	<b>Limit: 20</b>

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

## INGLÉS PARA HABLANTES DE OTROS IDIOMAS

Learn English in a fun and comfortable environment with friends and family. An assessment test determines each student's English abilities. In this class, students improve their English reading, writing, listening and speaking abilities. Students recognize and understand basic American holidays and customs. Community members and guest speakers provide helpful information about Chesterfield County and public services. Seven levels of classes are available: literacy, low beginning, high beginning, low intermediate, high intermediate, low advanced and high advanced. **A TOEFL preparation class is also available for high advanced students; see Page 7.**  
**Total Hours: 70      Tuition: \$70      Limit: varies**  
**Senior Passport Fee: \$40**

Aprenda inglés en un ambiente divertido y cómodo con amigos y familia. Una prueba de valoración determina la capacidad en inglés del estudiante. Al completar la clase, el estudiante habrá mejorado su habilidad en lectura, escritura, audición y locución en inglés. El estudiante reconocerá y entenderá los festivos y costumbres americanas. Varios miembros de la comunidad y otros invitados proveerán información útil relacionada con el Condado de Chesterfield y los servicios públicos. Se ofrecen siete niveles de clase: alfabetización, bajo principiante, alto principiante, intermedio bajo, intermedio alto, bajo avanzado y alto avanzado. **También hay una clase de preparación para el TOEFL para los estudiantes de nivel alto avanzado.**  
**Horas de instrucción: 70      Matrícula: \$70      Límite: varía**  
**Costo para mayores de 60 años: \$40**

### Registration

Only money orders are accepted as payment. Allow about two hours for registration. No children, please.

**Night classes: Meadowbrook High School, 4901 Cogbill Road**  
 Will accept the first 175 students each night.  
 Jan. 9, Jan. 10 and Jan. 11  
 Monday, Tuesday and Wednesday, 5:30-7 p.m.  
 No late registration will be held.

**Day classes: Beulah United Methodist Church, 6930 Hopkins Road**  
 Jan. 9, Jan. 10 and Jan. 11  
 Monday, Tuesday and Wednesday, 10-11:30 a.m.  
 and continues on Mondays and Wednesdays until Feb. 1

### Class Schedule

**Meadowbrook High School, 4901 Cogbill Road**  
 Jan. 18-May 2      Mondays and Wednesdays      6:30-9 p.m.

**Beulah United Methodist Church, 6930 Hopkins Road**  
 Jan. 18-May 2      Mondays and Wednesdays 10 a.m.-12:30 p.m.

### Inscripciones Para Clases

Solo se aceptan giros postales como forma de pago. Permita aproximadamente dos horas para inscribirse. Por favor, no traigan los niños.

**Clases nocturnas: Meadowbrook High School, 4901 Cogbill Road**  
 Podemos aceptar la primera 175 estudiantes cada noche.  
 9, 10, 11 de enero      lunes, martes y miércoles      5:30-7 p.m.  
 No hay otros dias para inscribirse.

**Clases diurnas: Beulah United Methodist Church, 6930 Hopkins Road**  
 Inscripción empieza el 9, 10, 11 de enero lunes, martes, miércoles y continua los lunes y miercoles hasta el 1 de Febrero 10-11:30 a.m.

### Horario de Clases

**Meadowbrook High School, 4901 Cogbill Road**  
 18 de enero-2 de mayo lunes y miércoles      6:30-9 p.m.

**Beulah United Methodist Church, 6930 Hopkins Road**  
 18 de enero-2 de mayo lunes y miércoles      10 a.m.-12:30 p.m.



## CITIZENSHIP CLASSES

Open to students and non-students at the intermediate level and higher

### Registration

**Beulah United Methodist Church, 6930 Hopkins Road**  
 Jan. 30      Monday      12:30 p.m.

**Meadowbrook High School, 4901 Cogbill Road**  
 Jan. 30      Monday      6 p.m.  
 Feb. 11      Saturday      8:30 a.m.

### Location and Hours

**Meadowbrook High School, 4901 Cogbill Road**  
 Feb. 11-April 28      Saturdays      9 a.m.-noon  
**Total Hours: 30      Tuition: \$25 for students, \$50 for non-students**



# GED® CLASSES

## GENERAL INFORMATION

- Students must be 18 years old or older.
- Classes may be closed or merged if there is low enrollment.
- NO CLASSES HELD: Jan. 16, Feb. 20, April 6-13, May 28
- NO CLASSES HELD: Feb. 23 at Chesterfield Technical Center, March 12 at Bensley Elementary
- Placements are based on TABE reading and math scores.

## FEES PER SESSION

- \$70 for new students (tuition, materials and book)
- \$45 for returning students with book (tuition and materials)
- \$40 for new Senior Passport holder (materials and book)
- \$15 for returning Senior Passport holder with book (materials)
- \$30 for Adult Learning Lab only (fee covers full year)

## ATTENDANCE POLICY

Attendance is important for your success. You are expected to report all absences to the retention counselor and complete makeup work. Students who do not complete makeup work will be dropped from class but allowed to continue in the labs.

## REGISTRATION

**Step 1: Save your seat!** Complete a registration form and mail it or bring to the office. Forms are available in the office and on Page 4 of this program guide. Payment may also be brought to orientation.

**Step 2:** Choose an **ORIENTATION** date.

**Step 3:** Choose an **ASSESSMENT** date.

After Jan. 31, mail-in registration will not be accepted. You must bring payment (see above) to orientation. Students who took a December or January 2011 TABE post-test in class may mail in payment and skip Orientation and Assessment.

## ORIENTATION

**REQUIRED**

Choose and attend one entire 2.5-hour session:

### Day Orientation:

Jan. 23 Capital Regional Workforce Center  
Feb. 6 Capital Regional Workforce Center

9:30 a.m.-noon

### Night Orientation:

Jan. 23 Chesterfield Technical Center  
Feb. 6 Chesterfield Technical Center  
Feb. 21 Chesterfield Technical Center (late enrollment)

6:30-9 p.m.

### Open Enrollment

You may register on the first Thursday of each month at the evening lab 6:30-9 p.m. at Chesterfield Technical Center or by appointment at the Capital Regional Workforce Center day lab (call 835-6485). Lab students may transition to instructor-led classes on a space-available basis.

## ASSESSMENT

**REQUIRED**

Choose and attend one entire 2.5-hour session:

### Day Assessment: 9:30 a.m.-noon

Jan. 25 Capital Regional Workforce Center  
Feb. 8 Capital Regional Workforce Center

### Night Assessment: 6:30-9 p.m.

Jan. 26 Chesterfield Technical Center  
Feb. 9 Chesterfield Technical Center  
Feb. 23 Chesterfield Technical Center (late enrollment)

## DISTANCE LEARNING

Distance learning is available through [www.elearnva.com](http://www.elearnva.com) for students who want to work online from a home or library Internet connection. Students must be active email users, have basic computer skills and meet minimum TABE test scores. You may take a free TABE test at any lab to determine eligibility.

**QUESTIONS? CALL 835-6485**

## CLASS DESCRIPTIONS

**GED®** preparation classes cover the five subjects of the **GED®** exam: writing, social studies, science, math and reading.

**Pre-GED®** classes strengthen reading and writing skills so students will be able to participate in **GED®**-level classes.

**Math Only** classes are for students who only have the math section of the **GED®** left to pass. Other students, including those who already have a **GED®** or high school diploma, may also participate if space is available.

## CLASS SESSIONS

### Day Classes

Chesterfield Technical Center, 10101 Courthouse Road  
Feb. 13-May 16 Mondays and Wednesdays

**Pre-GED® 9:15-11:45 a.m.**

**GED® noon-2:30 p.m.**

Capital Regional Workforce Center, 7333 Whitepine Road  
Feb. 13-May 16 Mondays and Wednesdays

**Math Only 10 a.m.-12:30 p.m.**

### Evening Classes

Manchester Middle School, 7401 Hull Street Road  
Feb. 13-May 16 Mondays and Wednesdays 6:30-9 p.m.

**Pre-GED® and GED®, Math Only**

Bird High School, 10301 Courthouse Road  
Feb. 14-May 17 Tuesdays and Thursdays 6:30-9 p.m.

**GED®, Pre-GED®, GED® Plus and Math Only**

## ADULT LEARNING LABS

Students will work on an individualized learning plan, which includes computer-based learning, official practice tests and print resources. A facilitator is available to answer questions. This is an ideal setting for students who need to re-test for points or who have only one or two subjects left to pass. Students may attend as often as they like during weekly lab hours. Students may also register for distance learning. Career counseling is available for people who need assistance with researching educational programs, creating resumes, applying for financial aid, or identifying career paths. There is no additional charge for students currently enrolled in **GED®** classes. See **ORIENTATION** for enrollment information.

### Day Labs

Capital Regional Workforce Center, 7333 Whitepine Road  
Jan. 4-May 16 Mondays and Wednesdays 9:30 a.m.-noon

Chesterfield Technical Center, 10101 Courthouse Road Room 312,  
Jan. 6-May 16 Fridays 10 a.m.-12:30 p.m.

### Evening Lab

Chesterfield Technical Center, 10101 Courthouse Road, Room 310  
Jan. 5-May 17 Mondays and Thursdays 6:30-9 p.m.

## COMMUNITY LOCATIONS

These sites hold their own on-site registration. To register, simply report to class during the first month that class is held. Reduced tuition is available at these sites for some CCPS parents through a community grant. Call Cynthia Barnes at 768-6140 for details.

**Ettrick Elementary School**, 20910 Chesterfield Ave.  
Feb. 13-May 16 Mondays and Wednesdays **6:30-9 p.m.**

**Bensley Community Center**, 2900 Drewry's Bluff Road  
Feb. 20-May 24 Mondays and Thursdays **12:30-3 p.m.**

**Wesley Chapel United Methodist Church**, 9227 River Road  
Jan. 3-May 16 Tuesdays and Wednesdays **6:30-9 p.m.**

**Harrowgate Elementary School**, 15501 Harrowgate Road  
**Parent Community Center Trailer**  
Feb. 14-May 16 Tuesdays and Wednesdays **10 a.m.-12:30 p.m.**

# GED® PRACTICE TEST

## Overview

Many students are not sure about committing to a class but want to see what the GED is like or if they are ready. Taking an official GED practice test is highly recommended before taking the official GED test. Practice testing allows the student to demonstrate GED test readiness. Practice test results identify strengths and weaknesses in the five GED subjects (writing, social studies, science, reading and mathematics).

## Practice Testing Sites

### In Person

Chesterfield County libraries at the reference desk

### Online

www.gedpractice.com  
www.4tests.com

# GED® TESTING

## GED® Overview

You are taking a big step toward changing your life with your decision to take the GED® test. The GED® test covers the same subjects that students study in high school: writing, which includes an essay, social studies, science, reading and mathematics. The five subjects make up the full GED® test battery. Testing is provided year-round at various locations.

## Special Accommodations

Reasonable accommodations are available upon request to individuals who qualify. Accommodations must be requested before registering for the GED® test. To begin the process of requesting accommodations, call 768-6140 or stop in the Adult Continuing Education Office, 10101 Courthouse Road, to pick up and complete the necessary forms. Not all accommodation requests are granted.

## REQUIREMENTS

- Must be 18 years old and not enrolled in public school.
- Must preregister online at www.GED123.org and bring in printed verification.
- Must register in person.
- Must possess and present a valid DMV license or DMV identification card.

## TEST COST

- Must pay at the time of registration.
- \$58 paid with a money order or exact cash (all five tests).
- \$10 per test (after taking the entire test once).

# REGISTRATION LOCATIONS AND TIMES

## CHESTERFIELD TECHNICAL CENTER

### Registration

8:30 a.m.-3 p.m. every Tuesday and Thursday  
6:30-8:30 p.m. every Wednesday

### Day Testing Dates

9:45 a.m.-2:30 p.m. on these Tuesdays and Thursdays:  
Jan. 3 and Jan. 5  
Jan. 31 and Feb. 2  
March 13 and March 15  
April 17 and April 19  
May 15 and May 17  
June 12 and June 14

### Night Testing Dates

5-9:30 p.m. on these Tuesdays and Thursdays:  
Jan. 17 and Jan. 19  
Feb. 14 and Feb. 16  
March 6 and March 8  
April 3 and April 5  
May 1 and May 3  
June 5 and June 7

## MANCHESTER MIDDLE SCHOOL

### Testing Dates

5-9:30 p.m. on these Mondays and Wednesdays:  
Feb. 27 and Feb. 29  
March 26 and March 28  
April 23 and April 25  
May 21 and May 23

## SPANISH TESTING DATES

### Testing Dates at Chesterfield Technical Center

5-9:30 p.m. on these Tuesdays and Thursdays:  
Jan. 24 and Jan. 26  
March 20 and March 22  
May 29 and May 31

### Please Note

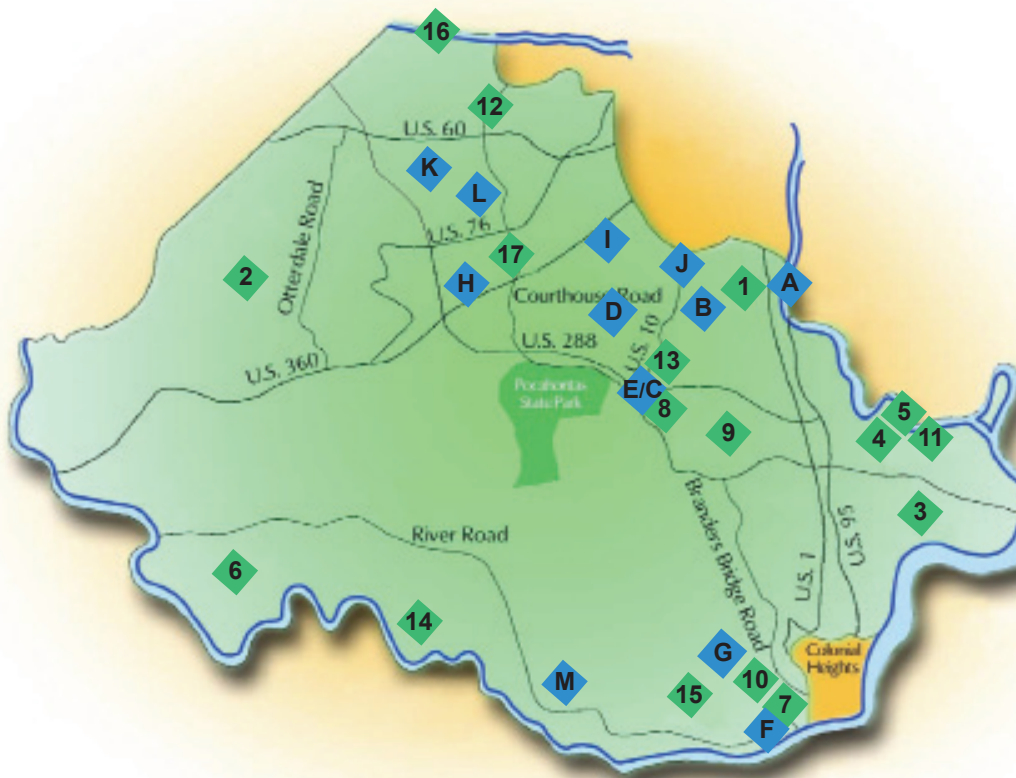
- Dates and times are subject to change without notice.
- Space is limited for each testing session.
- Each day of testing takes about four hours to complete.
- There is no waiting period to re-test.
- Applicants can re-test in each subject up to two times a year.
- Tests are available in Spanish.



**Chesterfield County Public Schools**  
**Office of Adult Continuing Education**  
 10101 Courthouse Road  
 Chesterfield, VA 23832



**Chesterfield County Parks and Recreation**  
 P.O. Box 40  
 Chesterfield, VA 23832



- ◆ PARKS AND RECREATION POPULAR SITES**
1. Bensley Park/Community Building
  2. Clover Hill/Horner Park
  3. Dodd Park at Point of Rocks
  4. Dutch Gap Conservation Area
  5. Dutch Gap Boat Ramp
  6. Eppington Plantation
  7. Ettrick Park/Community Building
  8. Fairgrounds/Equestrian Center
  9. Goyne Park
  10. Harrowgate Park
  11. Henricus Historical Park
  12. Huguenot Park
  13. Daniel Park at Iron Bridge
  14. Lake Chesdin Park
  15. Matoaca Park
  16. Robious Landing Park
  17. Rockwood Park

- ◆ ADULT CONTINUING EDUCATION LOCATIONS**
- A Bensley Community Center
  - B Beulah United Methodist Church
  - C Bird High
  - D Capital Area Workforce Center
  - E Chesterfield Technical Center
  - F Ettrick Elementary
  - G Harrowgate Elementary
  - H Manchester High
  - I Manchester Middle
  - J Meadowbrook High
  - K Midlothian High
  - L Monacan High
  - M Wesley Chapel United Methodist Church